

ARIZONA DEPARTMENT OF VETERANS' SERVICES

INTERNAL MANAGEMENT POLICY 87-02

SUBJECT: NON DISCRIMINATION AND ANTI-HARASSMENT

EFFECTIVE DATE: October 1, 1999 (Supersedes 87-02, 4/1/99, 10/30/96, 8/3/87, and 5/5/92)

- 1.0 POLICY: It is the policy of the Arizona Department of Veterans' Services to provide non-discriminatory working conditions and provisions of service without regard to individual's race, religion, color, sex, national origin, handicap or age to maintain human dignity and protect employees from the possibility of harassment, whether it be sexual, racial, ethnic, or of any other nature.
- 2.0 AUTHORITY: Title VII, Civil Rights Act of 1964 and 1991
Arizona Civil Rights Act, A.R.S. §§14-1401 to 1491.36
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967
Americans With Disabilities Act of 1990
29 Code of Federal Regulations (CFR) 1604-1604.11
A.R.S. 41-604, Duties and Powers of the Director
Arizona Agency Handbook, Arizona Attorney General
- 3.0 RESPONSIBILITY: Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.
 - 3.1 Supervisory personnel shall ensure that all employees are informed, understand and comply with this policy.
 - 3.2 Discrimination and harassment of any kind shall not be tolerated and Supervisory Personnel are advised to know and follow Equal Employment Opportunity Commission (EEOC) guidelines.
- 4.0 DEFINITIONS:
 - 4.1 Discrimination: There are two distinct theories of intentional discrimination:
 - 4.1.1 Discrimination against an individual or class of individuals because of national origin, religion, age or sex.
 - 4.1.2 Disparate treatment gives preference to one or any class of individuals and bars and/or disproportionately affects one of any class of individuals because of national origin, race, religion, age, sex or handicap.

- 4.2 Harassment: To annoy or torment repeatedly. Harassment in any form -- verbal, physical or visual is prohibited.
- 4.3 Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 4.3.1 Submission to such conduct is made either explicitly or implicitly a term of an individual's employment,
 - 4.3.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - 4.3.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5.0 PROCEDURES:

- 5.1 If you believe you have been the victim of harassment or discrimination, or are aware or concerned that someone else has been, report immediately to your supervisor. This policy recognizes that power and status differences between an alleged offender and a complainant may include the need to report the alleged offense to a higher authority. When the offense involves the employee's immediate supervisor, the employee may bypass the normal chain-of command and take the complaint to the Division Administrator or the Director to avoid a confrontational situation.
- 5.2 If you believe that you are being retaliated against in any way for complaining of discrimination or harassment, document and report such incidents to the appropriate individual or individuals.
- 5.3 Grievances alleging sexual harassment, discrimination or unfair employment practices will be processed using the grievance procedures outline in Internal Management Policy 89-06.

6.0 IMPLEMENTATION: This policy will be implemented without change on the effective date.

Patrick F. Chorpensing, Director

Arizona Department of Veterans' Services
Employee Acknowledgement
Non-Discrimination and Anti-Harassment Policy Statement
Internal Management Policy (IMP) 87-02

I acknowledge that I have received a copy of the Arizona Department of Veterans' Services policy on Non-Discrimination and Anti-Harassment, IMP 87-02.

I fully understand that it is my obligation as an employee of the Arizona Department of Veterans' Services to read and understand this policy.

Upon signature, I understand that this document will be placed into my official personnel file.

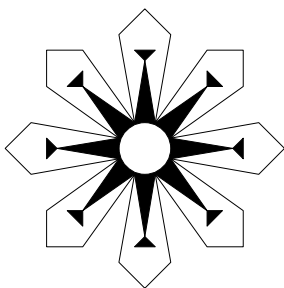
Employee Signature

Date

Please Print Your Name Here

Human Resources Representative's Signature

Date



IMP 87-02, Non Discrimination and Anti-Harassment

There have been no substantive changes to the policy last revised 4/1/99. The changes reflect the new agency name that took effect August 6, 1999.